Rulebook on the Procedure and Conditions for Obtaining a Certificate for a Public Procurement Officer and Keeping the Register of Public Procurement Officers

The Rulebook was published in the “Official Gazette of the Republic of Serbia”, Nos. 93/2020 and 21/2021.

Article 1

This Rulebook prescribes the procedure and conditions for obtaining a certificate for a public procurement officer (hereinafter referred to as: the certificate) and keeps the Register of Public Procurement Officers.

Article 2

The following legal sources are used to prepare for the certification exam (hereinafter referred to as: the exam):

1) Law on Public Procurement (“Official Gazette of the Republic of Serbia”, No. 91/19) and bylaws adopted on the basis of that law;

2) Law on General Administrative Procedure (“Official Gazette of the Republic of Serbia”, Nos. 18/16 and 95/18 - authentic interpretation);

3) Law on Obligations "Official Gazette of the SFRY", No. 29/78, 39/85, 45/89 - Constitutional Court of Yugoslavia, 57/89, "Official Gazette of the FRY", No. 31/93, 44/99 - other regulation and “Official Gazette of the Republic of Serbia”, No. 18/20).

Article 3

A person with acquired higher education in second degree studies (undergraduate academic studies - master, specialist academic studies, specialist vocational studies), or who has higher education with the academic title of master in undergraduate studies lasting at least four years, who has submitted an application for taking the exam or for which the application was submitted by the contracting authority or other legal entity shall have the status of a candidate for taking the exam referred to in Article 2 of this Rulebook (hereinafter referred to as: the candidate).

The application for taking the exam (hereinafter referred to as: the application) shall be submitted to the Public Procurement Office (hereinafter referred to as: the Office).

Proof of paid exam costs is submitted with the application.

Along with the application, the candidate may also submit proof of acquired higher education.

The candidate who submits the proof referred to in paragraph 4 of this Article with the application for the examination, shall bring to the examination a certified copy of the diploma of higher education, which the Office shall retain.

If the candidate does not submit the evidence referred to in paragraph 4 of this Article with the application, by signing the application, the candidate agrees that the Office may obtain that evidence *ex officio.*

Article 4

The exam is organised, as a rule, once a month for at least 15 registered candidates.

The Office publishes the dates and place of the exam on its website.

The Office shall approve the examination by a decision if the conditions referred to in Article 3 of this Rulebook are met.

The resolution approving the exam contains in particular the name and surname of the candidate, information on the date, time and place of the exam.

The candidate is informed about the approval of taking the exam at the address stated in the application no later than 15 days before the exam.

At the request of the candidate, the Office may postpone the examination, if the candidate is prevented from taking the examination due to illness or other justified reasons.

The candidate is obliged to make the reasons for requesting the postponement of the exam probable.

Article 5

Administrative-professional and technical tasks for the purpose of taking the exam are performed by the Office.

Article 6

The exam is taken before the examination commission (hereinafter referred to as: the commission).

The Commission shall have three members, consisting of representatives of the Office.

The Commission is appointed by a resolution of the Director of the Office.

The exam is taken by a written test that lasts 180 minutes without breaks and breaks.

During the exam, the use of laws and bylaws is allowed, unless they are in the form of publications that contain the interpretation or explanation of individual articles of these regulations.

The test for each exam is determined separately by the commission.

The test has a total of 55 exam questions, of which 15 questions carry one point each, 35 questions carry two points each and five questions carry three points each, for a total of 100 points.

The commission evaluates the success of the candidate, and the candidate who gets at least 75 points on the exam has passed the exam.

It is considered that the exam was not passed by the candidate who gave up the started testing, as well as the candidate who received less than 75 points on the exam.

Article 7

The Commission draws up the minutes of the exam (hereinafter referred to as: the minutes).

The minutes shall contain in particular:

1) date, time and place of taking the exam;

2) number and date of the decision by which the commission was formed;

3) names and surnames of commission members;

4) data on candidates (name and surname, personal ID number and address);

5) number and date of the decision approving the examination for each candidate;

6) success (grade) of each candidate achieved at the exam;

7) the total number of candidates who took the exam;

8) number of candidates who passed the exam;

9) date of drawing up the minutes, and

10) signatures of the members of the commission.

The tests of the candidates who took the exam are attached to the minutes.

Article 8

The Office shall notify the candidate of the results of the exam within 15 days from the day of the exam.

The candidate who passed the exam, along with the notification referred to in paragraph 1 of this Article, shall be provided with a certificate of passing the exam.

The candidate who took the exam can inspect his test.

The request for inspection of the test is submitted to the Office.

The Office shall provide the candidate with an insight into the test within three days from the day of receipt of the request referred to in paragraph 4 of this Article.

The candidate has the right to object to the results of the examination within seven days from the day of receipt of the notification referred to in paragraph 1 of this Article.

The complaint is submitted to the commission through the Office.

The commission decides on the candidate's complaint within seven days from the day of receiving the complaint.

Article 9

The certificate shall be obtained on the day of the finality of the certificate referred to in Article 8, paragraph 2 of this Rulebook, and shall be delivered to the official within 90 days from the day of taking the exam.

Article 10

This Rulebook shall enter into force on 1 July 2020.